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Eagle Biodiesel

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2014

# Eagle Diesel Meeting Minutes Templates

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# Eagle Diesel



## MEETING MINUTES

**FEBRUARY 27, 2014**

**PRESENT:**

**NEXT MEETING:** March 6<sup>th</sup>, 5:00pm Hartwell Conference Room

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### ANNOUNCEMENTS

To do:

- Business Plan Sections
  - Materials from Anthony and Zac received
  - Put plan into powerpoint to identify needs
- Operations and Safety Manual Drafts
  - EHS help in determining handling of input materials?
  - EHS help in what we need to research for a safety plan, can we use Morrisville?
  - Morrisville News, Craig, Dr. Ballard
    - May provide us the opportunity to mimic their program
    - Obrien and Geere reviewed
  - Quality control plan? We need data collection sheets for each batch (testing necessary to be done?)
- Scholars Day Parts
  - Work on Ken and Paul's sections especially (small details)
  - Powerpoint to demonstrate structure
- Determine the equipment we will be using (analyze data: payback and quality)
  - Jon Vavelo equipment?
  - Will this model be compatible with chemistry?
  - Can we find a place to test it?
  - Safety/material sourcing and costs
    - Utah website from ken
- Profit Sharing model?
- Work with EHS on safety needs and find out what our building needs
- Test Batch Time Line
  - When and how can we do this?

- Safety Fail Proof Training for chemistry and operations
  - Can we come up with a step by step with pictures as a training guide and production guide?
- Prepare for Marketing and Recruitment Efforts in April
  - Reach out to business school, inquire about tabling each department; also internship fair?
- Develop Project Management Planning
  - Software needed
- Photo opportunity? Dave Tyler? BSG team?
- Contact List and Org chart re-done
  - Make yourselves an eagle diesel folder and organize your stuff!

## ROUNDTABLE

### Summary of Meeting:

- Deliverables to be expanded
- Ideas discussed
- Observations made
- Needs moving forward